

Resilience, Sustainable Energy and Marine Biodiversity Programme

CALL FOR SUBMISSION OF PROPOSALS, RES - 01

ANNEX B. PROJECT DOCUMENT

Contracting authority: Expertise France

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Title: |  | | | | | |
| Concept Note Title (if different from Project Title) and its reference number: |  | | | | | |
| Location(s) of the Project: | specify OCT | | | | | |
| Thematic area: | Resilience | Sustainable Energy | | | | Marine Biodiversity |
| Name of the applicant[[1]](#footnote-1) (full name and acronym): |  | | | | | |
| Nationality / Country of Registration of the applicant[[2]](#footnote-2): |  | | | | | |
| Legal status | Public Body | | CSO/NGO | | International Organisation | |
| Educational Institution | | Other: | |  | |
| Partners and their nationality[[3]](#footnote-3) |  | | | | | |
| Focal Point Endorsement: | Yes | | | No | | |
| Telephone number: country code + city code + number |  | | | | | |
| Contact person for this Project: |  | | | | | |
| Contact person’s email: |  | | | | | |
| Website of the Applicant: |  | | | | | |

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# Acronyms and Abbreviations

|  |  |  |
| --- | --- | --- |
| EU |  | European Union |
| EUR |  | Euro |
| MEAL |  | Monitoring, Evaluation, Accountability and Learning |
| OCT |  | Overseas Countries and Territories |
| RESEMBID |  | Resilience, Sustainable Energy and Marine Biodiversity Programme |

# Notice

Please note that only fully completed project documents in the templates and forms set by RESEMBID will be accepted for review and approval.

This Project Document can be also drafted and submitted via RESEMBID online application, a link and further guidelines will be shared shortly by the RESEMBID.

Please keep the format for project documents as A4 size with 2 cm margins, Arial 10 font characters and single line spacing.

# 1. Project Summary

Please complete the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Geographical scope** | **N°** | **Subregion/OCT/specific geographic area** | |
| **1** |  | |
| **+Add** |  | |
| **Project duration (months) [[4]](#footnote-4):** |  | | |
| **Requested grant amount from RESEMBID in EUR** | EUR | | |
| **Other donor/co-funding source in EUR (if any)** | **N°** | **Source** | **Amount (Euro/€)** |
| **1** |  | EUR |
| **+Add** |  | EUR |
| **Total budget of the Project in EUR** | *Requested grant amount + Co-funding (if any) = Total Budget of the Project* | | |
| EUR | | |
| **Executive summary** | Max. 100 words: Please state  1) specific development problem to be addressed,  2) proposed logic and means of addressing it through this project, and  3) how situation is expected to be different as a result of this project including expected benefits for direct and indirect beneficiaries. List objectives and principal activities | | |

# 2. Institutional Capacities

|  |  |  |
| --- | --- | --- |
|  | Please provide a brief overview of your organization (mandate, responsibility, number of staff, overall budget) |  |

…insert your text here…

# 3. Project Justification

## 3.1. Rationale and Background

### 3.1.1. Current problem

|  |  |  |
| --- | --- | --- |
|  | Briefly describe the issues or problems in the region or sector that the project seeks to address. |  |

…insert your text here…

### 3.1.2. Project history – earlier experience and lessons learnt

|  |  |  |
| --- | --- | --- |
|  | List related projects/activities previously or currently implemented. Describe how this project complements or builds on them. Give the background to the preparation of the project, in particular on the sector/country/regional context (including key challenges). |  |

…insert your text here…

### 3.1.3. Baseline data

|  |  |  |
| --- | --- | --- |
|  | What data are available as a starting point for analysis and to assess the scope of the current problem? Mention any specific analysis/study carried out to inform the design (context analysis). |  |

…insert your text here…

### 3.1.4. Geographic area benefiting from the project

|  |  |  |
| --- | --- | --- |
|  | When applicable, provide a basic map and coordinates (latitude/longitude) identifying sites that are addressed by the project. |  |

…insert your text here…

### 3.1.5. Regionality (if applicable)

|  |  |  |
| --- | --- | --- |
|  | Show to what extent the problem or issue affects more than one OCT and may require or benefit from a regional project. |  |

…insert your text here…

### 3.1.6. General policy objective and relevance to national policies

|  |  |  |
| --- | --- | --- |
|  | Alignment of the intervention within national policies, constitutional, legal, regulatory, or fiscal framework as well as relevant norms and standards to which the institution/government adheres*.* |  |

…insert your text here…

# 4. Expected Results, Project Description and Risk Management

## 4.1. Implementation Logic

### 4.1.1. Theory of change

|  |  |  |
| --- | --- | --- |
|  | The sequence of events that is expected to lead to a particular desired change. |  |

…insert your text here…

### 4.1.2. Overall objective (Impact)

|  |  |  |
| --- | --- | --- |
|  | The long-term change to which the intervention contributes at country, regional or sectoral level, in the political, social, economic, and environmental global context. |  |

…insert your text here…

### 4.1.3. Specific objectives (Outcomes)

|  |  |  |
| --- | --- | --- |
|  | The main effect of the intervention focusing on environmental, behavioural, or institutional changes |  |

…insert your text here…

### 4.1.4 Outputs

|  |  |  |
| --- | --- | --- |
|  | Direct/tangible infrastructure, goods and services delivered by the project and directly under its control. |  |

## 4.2. Project’s Description

### 4.2.1. Implementation approach

|  |  |  |
| --- | --- | --- |
|  | How will the project be implemented? You may present here the main ways and means through which the activities will be delivered (technical assistance, advocacy, capacity-building, establishment of partnerships, development of enabling legislation…). |  |

…insert your text here…

### 4.2.2 Indicative work plan for implementing the project

|  |  |  |
| --- | --- | --- |
|  | Please estimate the expected duration of activities based on what is most realistic and not the shortest timeframe. |  |

|  |  |  |
| --- | --- | --- |
| Start date | Duration | Activities |
| DD/MM/YY |  |  |
|  |  |  |

## 4.3. Risk Management and Mitigation Strategy

### 4.3.1. Risk management

|  |  |  |
| --- | --- | --- |
|  | What are the potential risks, including strategic, environmental, financial, operational, organisational, political, and regulatory risks? Risks may be ranked according to the likelihood of occurrence (low, medium, or high) and potential severity (low, medium, or high). Please describe here the main risks that have been identified, assessed, and deemed to be reasonably acceptable.  What preventative measures may mitigate the risk(s) of occurrence? What measures would be taken to reduce the impact should the risk(s) materialise? Is a contingency plan in place to contend with and manage the impact? |  |

…insert your text here…

### 4.3.2. Mitigation strategy

|  |  |  |
| --- | --- | --- |
|  | In the table below, please list the risks, and actions that will be undertaken to mitigate the respective risk. For each risk, indicate the probability of occurrence and potential level of severity as low, medium, or high\*. Please add rows if necessary. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| N° | Description of risk | Recommended actions to mitigate risk | Probability of occurrence\* | Potential severity\* |
|  |  |  |  |  |
|  | +Add |  |  |  |

…insert your text here…

## 4.5. Governance and Project Management

### 4.5.1. Governance

|  |  |  |
| --- | --- | --- |
|  | Explain the project governance structure. Describe how strategic decisions will be made, and by whom, including details and role of beneficiaries and partners in the decision-making process. If applicable, please include the composition of the project steering committee. |  |

…insert your text here…

### 4.5.2. Project management

|  |  |  |
| --- | --- | --- |
|  | *Show the project management structure through an organisational diagram. Briefly describe the management structure of the project (who will do what: e.g. financial and administrative management, implementation of activities, oversight of partnerships, technical assistance, care and maintenance of structures, partner capacity-building, responsible for MEAL, ~~reporting~~, etc.* |  |

…insert your text here…

# 5. Partnerships and Beneficiaries

## 5.1. Partnerships (if applicable)

|  |  |  |
| --- | --- | --- |
|  | How is the project implemented through partners/partnerships? What networks will be initiated, established, and/or strengthened?  The concept of partnership suggests distinct accountabilities, reciprocal obligations, and task allocation. Provide information on legal arrangement foreseen with partners. |  |

…insert your text here…

## 5.2. Beneficiaries

### 5.2.1. Direct beneficiaries

|  |  |  |
| --- | --- | --- |
|  | Who are the individuals, groups, or organisations, whether targeted or not, that will benefit directly from the action? |  |

…insert your text here…

### 5.2.2. Indirect beneficiaries

|  |  |  |
| --- | --- | --- |
|  | Who are the individuals, groups, or organisations, whether targeted or not, that will benefit indirectly from the action (i.e. those who will benefit from the action in the long term at the broad societal or sectoral level)? |  |

…insert your text here…

## 5.3. Stakeholder analysis

|  |  |  |
| --- | --- | --- |
|  | Describe the key stakeholder groups, their attitudes towards the action, potential conflicting issues, or potential resistance to change |  |

…insert your text here…

# 6. Monitoring, Evaluation, Accountability and Learning System

## 6.1. Monitoring, Evaluation, Accountability and Learning (MEAL)

*MEAL suggestion for projects is to hold regular internal MEAL reviews (meetings). The frequency of these meetings should be decided based on the length and/or complexity of the project. Insights from the meetings are to be included in the global project reporting. The key indicators tracking table is to be attached to the report.*

### 6.1.1. Approach and methods

|  |  |  |
| --- | --- | --- |
|  | Please provide in this box a brief overview of what approach and methodology will be applied to track progress and measure achievements.  How will the data be collected (observation checklist, interviews, questionnaires…) from beneficiaries to collect their perception from the start of the project and readjust the action if needed?  If baseline data is lacking at this stage, when would be indicated phase to review indicators and targets?  Please feel free to present your existing Monitoring & Evaluation tools as it may already satisfy the RESEMBID MEAL expectations. |  |

…insert your text here…

### 6.1.2. Key indicators

|  |  |  |
| --- | --- | --- |
|  | Please select a set of key indicators (12 maximum) that gives the best overview of the project. It may include baseline information (current situation at the start of the project) and results indicators (what would indicate project’s achievements).  State, when relevant, how an indicator will be disaggregated (disaggregation by gender, age, geographical area…)  In this section, indicators should appear as metrics only (this is without targets. e.g.: “proportion of women in management post” and not “50% of women in management post by year 2021”. |  |

…insert your text here…

### 6.1.3. Domains of change

|  |  |  |
| --- | --- | --- |
|  | Please select up to four domains of change the intervention is expecting, as explicit and tangible as possible. For example: “reduce the use of bleach and other harsh chemicals to treat cesspits and septic tanks”, “willingness of inhabitants to evacuate in case of hurricane” or “reduce unregulated and unreported fishing”  At first MEAL review meeting, we will discuss the milestones towards expected changes. Indicative scale for progression may include four steps, from a negative starting point (the undesirable situation - (i.e. people refuse to evacuate”) to early positive response, active engagement, and finally the deepest transformation we would like to achieve. |  |

…insert your text here…

### 6.1.4. Accountability

|  |  |  |
| --- | --- | --- |
|  | How will information on the project’s performance, such as economic, social, and environmental impacts, be communicated?  Please detail the reporting process (frequency, responsibility, data flow). Will the steering committee (or project advisory group, if any) validate the MEAL system?  Are any mechanisms for feedback/complaint/redress of grievance in place or planned, through which stakeholders and beneficiaries may share feedback and/or challenge decisions or actions that affect them negatively? |  |

…insert your text here…

### 6.1.5. Learning

|  |  |  |
| --- | --- | --- |
|  | What is expected to be learned from this project? What are the anticipated key learnings that could be developed through the project?  Describe how the intervention approach and its lessons learned will or could be communicated internally as well as to other relevant stakeholders.  Is the field of intervention of interest for academic research? If so, should partnerships be established with research labs or institutes?  Describe if a dataset (if any) generated by the intervention will be made open and public. |  |

…insert your text here…

# 7. Cross-cutting Criteria and Issues

|  |  |  |
| --- | --- | --- |
|  | **Good governance and governability, gender, climate change, resilience and environment**are the RESEMBID programme specific cross-cutting issues. Please explain below how cross-cutting issues will be addressed.   * How will gender differences and inequalities be identified? How does the project address these gaps to advance equality and which gender results are envisaged? * How may any other form of inequality affect access to project benefits (based on age, language, religion, disability, economic status, education level…)? How may these inequalities have been considered in the project design? * Environment: may the intervention have a negative environmental impact?   **Most vulnerable groups**: What data/information is available concerning most vulnerable groups whether from direct beneficiaries or indirect beneficiaries? How are they taken into account inside the project (if applicable)?  You may also address here the relevance to **the Sustainable Development Goals**. Please insert the most relevant SDG target(s) to which the project contributes: <https://sustainabledevelopment.un.org/topics/sustainabledevelopmentgoals> |  |

…insert your text here…

# 8. Communication and Visibility

### 8.1. Communication and visibility plan

|  |  |  |
| --- | --- | --- |
|  | What are the communication objectives, target groups and key messages by target groups? |  |

…insert your text here…

### 8.2. Communication and visibility channels

|  |  |  |
| --- | --- | --- |
|  | What communication and visibility channels will be used (web, social media, events, press…) |  |

…insert your text here…

# 9. Budget

|  |  |  |
| --- | --- | --- |
|  | Fill in Annex 2, attached to this project document template to provide information on: a) the budget of the project (worksheet 1), for the total duration of the project and for its first 12 months; b) justification of the budget (worksheet 2), for the total duration of the project, and c) amount requested from the contracting authority/ RESEMBID and other expected sources of funding for the project for the total duration (worksheet 3).  Please note that the cost of the project and the contribution requested from the contracting authority **must be stated in EUR.** |  |

# 10. Additional information

|  |  |  |
| --- | --- | --- |
|  | Any additional information the applicant would like to bring to the attention of the RESEMBID Team or Project Review and Approval Committee (PRAC). |  |

…insert your text here…

# Annexes

Annex 1: Logical Framework Project

Annex 2: Budget of the Project

# DECLARATION BY THE LEAD APPLICANT

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, and in the context of the presented project document, representing any partner(s) and affiliated entity(ies) in the proposed project, hereby declares that:

* the lead applicant undertakes to comply with the principles of good partnership practice;
* the lead applicant is directly responsible for the preparation, management and implementation of the project with the partners(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
* the lead applicant and each partner and affiliated entity are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 3 of the II Procedural Guidelines for Applicants, RES-01;
* the lead applicant and each partner and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1. of the I Programmatic Guidelines for Applicants;
* if recommended to be awarded a grant, the lead applicant, the partner(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the II Procedural Guidelines for Applicants (Annex F);

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| Name and surname |  |
| Position |  |
| Signature |  |
| Date |  |

1. The entity responsible for the project management and implementation and which will sign the grant contract with the contracting authority. [↑](#footnote-ref-1)
2. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. [↑](#footnote-ref-2)
3. Use one row for each partner. [↑](#footnote-ref-3)
4. Maximum duration cannot exceed current lifespan of RESEMBID; therefore, all projects must end with its implementation as of 30 June 2023 at the latest. [↑](#footnote-ref-4)